

D. MEETINGS

BOARD MEETINGS:

Policy:

Board meetings are held monthly on a day acceptable to all Board members. A special Board meeting may be called at any time by a consensus of the Board. Board meetings can be combined with General Membership Meetings when appropriate.

Procedure:

1. Meeting announcements are sent electronically to all members. Absent extraordinary circumstances, meetings are held monthly, except for December when there is no meeting scheduled. At the Board's discretion, meetings are in person or held using available technology.
2. Board meetings are open to all COMGA members.
3. Motions and votes are limited to Board members, but discussion is encouraged and open to all members. Discussion or presentation by any non-Board member is limited to 5 minutes, unless otherwise noted on the meeting agenda.
4. A Quorum of Board members is required for action on a motion. A Quorum is defined as two-thirds of the Board.
5. The President develops the agenda for the Board meeting with input from Board members and others.
6. Actions by Consent: If everyone is in agreement about an action, there is no reason to require a meeting. In that case, action can be taken without a meeting if all Board members provide a dated consent or consents describing the action taken and these are included in the minutes or filed with COMGA. The action is effective when the last Board member signs the consent unless the consent specifies an earlier or later effective date. To act by consent without a meeting, all Board members must agree, a majority is not enough.

GENERAL MEMBERSHIP MEETINGS:

Policy:

General Membership meetings for the entire COMGA membership are held on an annual basis. A special general Membership meeting may be called if members are notified in advance. Any legislative or financial issues require a two-thirds vote of the Active Members present.

Procedure:

1. The Activities and Events Coordinator schedules the meeting and develops the program. Announcement of the General Membership meeting is sent out in the monthly newsletter.
2. The last General Membership Meeting includes a presentation and vote by the General Membership on next year's budget.